

DEPARTMENT OF EDUCATION
OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT
STUDENT SUPPORT SERVICES BRANCH

December 1, 2005

ADDENDUM B

TO
REQUEST FOR PROPOSALS
No. RFP F06-043
EDUCATIONAL SERVICES AT RESIDENTIAL SUBSTANCE ABUSE TREATMENT FACILITIES

PART I – ORIENTATION QUESTIONS

An orientation meeting for the above referenced RFP was conducted on Friday November 4, 2005. The questions raised during the meeting are listed below. The following answers are hereby provided:

1. What is the required (educational) service delivery time?

Reference: Section 2(III)(A)(1) Instructional program

The Department of Education (Department) would like to provide students enrolled in a substance treatment facility with as much instructional/educational time as possible commensurate with the six (6) hours of instructional time the student would receive while attending the student's home school. The Department understands, however, that substance abuse program requirements and constraints may preclude commensurate instructional time, and therefore requests instruction as is reasonable and in coordination with the home school.

2. Is a teaching degree required?

Reference: Section 2(III)(B)(1) Personnel, TEACHER

At a minimum, instructional staff shall include one (1) full-time teacher holding a Bachelor's Degree from an accredited college or university. A highly qualified teacher is strongly preferred, but not required. "Highly qualified" teachers are defined by NCLB as those who hold at least a Bachelor's Degree, are fully licensed or certified by the state in the subjects they teach, and can demonstrate competence in the subjects they teach. For additional information, please refer to the license requirements issued by the Hawaii Teacher Standards Board at www.htsb.org

3. What information should be included in the Contracting Agency's report templates?

Reference: Section 2(III)(B)(4) Output and performance/outcome measurements

Please refer to item number 1 in PART III of this Addendum B for clarification.

4. Service delivery billing is [currently] not submitted to DOE. Do you want our billing procedures as they apply to our other contracts?

Reference: Section 3(V)(B)(1) Reporting requirements for program and fiscal data, Invoices, 3rd Bullet:

- ***A description of the applicant's billing procedures including, if applicable, the procedures in which subcontractors are paid;***

Please describe your Agency's normal billing protocol. Program specific information and requirements as related to billing for service delivery has been further described in Section 2(III)(B)(4) Output and performance/outcome measurements. Please also refer to items 1 and 2 in PART III of this Addendum B for additional requirements.

5. Are educational aides a required part of the staffing?

Reference: Section 3(III)(A)(1) Proposed Staffing

No, educational aides are not required, but the Department would strongly prefer paraprofessional staffing to support the program teacher. Instructional paraprofessional staff may include the following staff in any combination: educational aides, part-time teachers, and/or paraprofessional tutors.

6. When you refer to "Program" organization chart are you referring to only the education portion of the service or the entire residential program?

Reference: Section 3(III)(B)(2) Organization Chart

Yes, the submitted Agency's Proposal should include the organizational chart for the entire Agency/Organization. This would normally include the "Organization-wide" and "Program" organization charts, both of which should be attached to the Proposal Application.

7. Are you interested in the overall agency and program Quality Assurance plan and procedures, only the Quality Assurance plan and procedures that pertains to the educational services or both?

Reference: Section 3(II)(C) Quality Assurance and Evaluation

The Department is primarily interested in the quality assurance plan and procedures pertaining to the proposed services under this RFP, (i.e. the educational services). However, if the Agency prefers, overall procedures in addition to those pertaining to educational services may be submitted.

8. In terms of new referrals, initiating services, etc., are you interested in referrals to the substance abuse treatment program or just the educational portion of services or both?

Reference: Section 3(II)(C) Quality Assurance and Evaluation

The Department is primarily interested in the referral procedures pertaining to the proposed services under this RFP, (i.e. the educational services). However, if the Agency prefers, overall procedures in addition to those pertaining to educational services may be submitted.

9. What academic outcomes should be reported?

Reference: Section 3(III)(A)(3) Coordination with Home School

This section state's that collaboration with the student's school team should include class assessment information that indicate that the student is making progress in accordance with the students educational program, IEP, or MP. Specific information may be required by the Home School, however, please refer to item number 1 in PART III of this Addendum B for general requirements.

PART II – WRITTEN QUESTIONS

No written questions were received by the Department. Requirements pertaining to written questions were stated in the original RFP, and were due on or before November 11, 2005.

PART III – CHANGES TO THE RFP

The following changes are hereby made (deletions appear as ~~strike through text~~ and additions appear as **bold/underlined text**):

1. Section 2(III)(B)(4) Output and performance/outcome measurements:

Attached are the reports and measurements that the Department requires. Both reports shall be submitted on a quarterly basis, and as the final report:

Individual Student Progress Report – See Attachment F

Student Quarterly Report (Class Report) – See Attachment G

2. Section 2(III)(B)(7) Reporting requirements for program and fiscal data:

Invoices: Original invoices plus two copies must be submitted within 14 calendar days after the last day of each school quarter to the ~~District address to be specified~~ **Student Support Services Branch, Home Hospital Instruction Program.**

3. Section 2(III)(B)(7) Reporting requirements for program and fiscal data:

Quarterly expense reports

An expenditure report certified by the Contractor for accuracy shall accompany invoices as applicable. The expense report shall list all expenditures incurred by the Contractor under this Agreement incurred during the billing period. The format is at the Contractor's discretion. The Department reserves the right to request additional information or clarification of the expense report if required.

4. Section 2(III)(A)(1) Instructional Program:

" (ACCN), 2002 – 2004 and shall include six (6) hours of instructional...

5. Section 2(III)(B)(1) Personnel:

" 'Highly qualified' teachers are defined by ~~NCLB~~ **the federal 'No Child Left Behind Act' (NCLB)** as those who hold at least a Bachelor's Degree..."

6. Section 3(II)(C) Quality Assurance and Evaluation:

The applicant shall describe its own plans, including a methodology, for quality assurance and evaluation for the proposed services, ~~including methodology.~~

7. Section 3(V)(B)(1) Accounting System, Last bulleted item:

- ~~• "Applicants may submit one copy of the most recent financial audit report (if applicable).~~

Office of Curriculum, Instruction and Student Support
637 18th Avenue, Honolulu, HI 96816
Phone: 733-4836 FAX: 733-4475

SY _____
(Due to Districts and Schools at the End of Each Quarter)

Phone No. _____

1. CORE SUBJECTS TAUGHT:	2. Title of Text and other major instructional resources	3. Grades Earned	4. Number of hrs. of Instruction rec'd this Qtr	5. Attendance
English I-IV				
Physical Science I				
Earth Science				
Math Applications				
Pre-Algebra				
Algebra I				
World History				
U.S. History				
Modern Hawaiian History				
Health & Guidance				
Physical Education				

Office of Curriculum, Instruction and Student Support
637 18th Avenue, Honolulu, HI 96816
Phone: 733-4836 FAX: 733-4475

Class Quarterly Report SY _____

(Due to Districts and State Office at the End of Each Quarter)

Quarter (circle one) 1 2 3 4 ESY Center Phone Number _____

[illegible]